Tax Ready Bookkeeping Onboarding Playbook

Your Guide to Getting Started with ProjectBits

ProjectBits Consulting | projectbits.com | 703-434-1660

Welcome to Tax Ready Bookkeeping

This playbook guides you through the onboarding process to ensure a smooth transition to audit-ready financial management.

Phase 1: Discovery (Week 1)

What We Need From You

- ☐ QuickBooks Online login credentials (or desktop file)
- ☐ Bank account read-only access or last 3 months statements
- ☐ Credit card statements (last 3 months)
- ☐ Current chart of accounts
- ☐ List of vendors and customers
- ☐ Any existing expense policies
- ☐ W-9s for contractors (if available)
- ☐ Prior year tax return

What We'll Deliver

- Initial assessment report
- Gap analysis vs. Tax Ready standards
- Recommended chart of accounts updates
- Preliminary project plan

Phase 2: Setup & Configuration (Weeks 2-3)

QuickBooks Optimization

- ☐ Chart of accounts aligned with tax categories
- ☐ Bank feeds connected and rules configured
- ☐ Vendor and customer records cleaned up
- ☐ Classes/locations set up (if needed)
- ☐ User permissions configured

Policy Implementation

- ☐ Expense policy documented
- ☐ Approval thresholds configured
- ☐ Receipt requirements established
- ☐ Automation rules created

Documentation Systems

- ☐ Receipt capture solution deployed
- ☐ Document storage organized
- ☐ Naming conventions established

Phase 3: Historical Cleanup (Weeks 3-4)

Transaction Review

- ☐ Uncategorized transactions addressed
- ☐ Duplicate entries resolved
- ☐ Missing receipts identified
- ☐ Bank reconciliations completed
- ☐ Credit card reconciliations completed

Vendor Compliance

- ☐ W-9s collected for all contractors
- ☐ 1099 tracking configured
- ☐ Vendor master file verified

Phase 4: Training & Handoff (Week 4)

Team Training

- ☐ Expense submission process
- ☐ Receipt capture workflow
- ☐ Approval procedures
- ☐ Report access and interpretation

Documentation Delivered

- ☐ Process documentation
- ☐ Policy manual
- ☐ Quick reference guides
- ☐ Emergency contact procedures

Ongoing Service: What to Expect

Weekly

- Transaction categorization
- Receipt matching
- Exception handling

Monthly

- Bank reconciliation
- Credit card reconciliation
- Financial review meeting
- Month-end close

Quarterly

- Estimated tax calculation
- Financial statement review
- Policy compliance check

Annually

- 1099 preparation
- Year-end close
- Tax document package
- Annual planning meeting

Communication Channels

Need	Contact Method
Urgent issues	Phone: 703-434-1660
Questions	Email: don@projectbits.com
Document sharing	Secure portal (link provided)
Scheduled meetings	calendly.com/donlovett

Success Metrics

We measure success by:

1. **Month-end close**: Completed within 5 business days
2. **Receipt compliance**: 95%+ transactions documented
3. **Reconciliation**: Bank/CC reconciled within 3 days
4. **Audit readiness**: Score 80+ on Tax Ready Scorecard

Your Onboarding Team

Don Lovett - Founder & Lead Advisor - QuickBooks ProAdvisor - 20+ years business finance experience - Specializes in growing businesses (20-200 employees)

Questions?

We're here to help make this transition smooth.

Email: don@projectbits.com Phone: 703-434-1660 Schedule: calendly.com/donlovett